

## **FUNCTION AND FORMAT**

The format you use for your resume will depend upon the specific job you are applying for. Generally speaking, the format that works best for you is the right one. Here are the four basic types of resumes:

1. **CHRONOLOGICAL RESUME:** An outline of your work experience and periods of employment (in reverse chronological order-most recent information first) that shows steady employment. Titles and organizations are emphasized as are duties and accomplishments. People who have been steadily employed, and/or who want to remain in their current career fields use this format most often. It's also excellent for persons who have shown advancement within a particular career field. Detail a 10 year period and summarize earlier experience that is relevant to the position you are seeking.
2. **FUNCTIONAL RESUME:** Emphasizes your qualifications (knowledge, skills, abilities, achievements) as opposed to specific dates and places of employment, and allows you to group them into functional areas, such as training, sales, procurement, and accounting. List the functional areas in the order of importance as related to the job objective and stress your accomplishments within these functional areas. People who are re-entering the work force or those who are seeking a career change use this format most often.
3. **COMBINATION RESUME:** Combines the best of the chronological and functional resumes because you can group relevant skills and abilities into functional areas and then provide your work history, dates and places of employment, and education. This format allows you to cover a wider variety of subjects and qualifications, thereby showing skills that are transferable from one career to another. It works well for those "special" assignment requirements, for military personnel (easy those who have switched AFSCs frequently), and is ideal for people whose career paths have been somewhat erratic.
4. **TARGETED RESUME:** As the name implies, this format focuses on your knowledge, skills, abilities, achievements, experience, and education that relate to the targeted position. It features a series of bullet statements regarding your capabilities and achievements related to the targeted job. Experience is listed to support statements, but it does not need to be emphasized. Education is listed after achievements. This format is probably the easiest to write, but keep in mind it must be completely re-accomplished for each position you are seeking.

## **PUTTING IT TOGETHER**

1. **Analyze purpose and audience.** Your purpose is to write your resume in such a way that a potential employer (your audience) will want to interview you.
2. **Conduct the research.** Know yourself, your needs, and the type and level of the position you are seeking, what you have to offer, and what you can do for the prospective employer. Make a list of your skills and accomplishments. Take time to research the position to better understand exactly what you're applying for and to "speak their language" if interviewed.
3. **Support your ideas.** Your "ideas" in a resume are your qualifications for the job you are seeking. The "support" is all of your knowledge, skills, abilities, experience, and education that support those qualifications.
4. **Get organized.** Gather all the documentation you will need to write your resume (such as previous job descriptions, certificates, licenses, and education transcripts).
5. **Draft and edit.** Type a draft, edit it for typos, and eliminate extraneous information.

6. Ask for feedback. Have someone you trust read the resume and suggest changes and recommendations.

### **THINGS TO INCLUDE**

1. As a minimum<sup>7</sup> include the following on all resumes:
  - Name, address, and phone number (including the area code) centered at the top of the first page
  - Job objective and/or summary statement
  - Qualifications and work experience relevant to the job you are seeking
  - Education (including education or training acquired during military service or through workshops, seminars, and continuing education classes relevant to the position you are seeking)
2. The following are topics you may want to include. Choose only those pertinent to the job you are seeking, or add topics of your own choosing you feel might encourage a potential employer to want to interview you. A word of caution, more is not necessarily better. Keep your resume to one page, if possible, or two pages maximum.

Special Skills or Capabilities	Career Accomplishments
Honors, Awards, Achievements	Military Service
Professional Development, Affiliations	Credentials, Licenses

3. The following information can sometimes be detrimental and takes up valuable space on a resume, so we recommend you don't include it unless a potential employer specifically asks for it.

Personal Data (marital status, number and ages of children)	
Photographs	Salary Information
Age	Religious Affiliation
Hobbies or Personal Interests	References

### **IN SUMMARY**

Take the time to prepare your resume properly. We think you should write it yourself (after all, who knows you better), but if you feel you must have professional help, look for someone who comes highly recommended. Put a lot of thought into your resume, and have someone you trust read it and give you an honest opinion.

Use action words to begin your sentences (wrote, taught, reviewed, supervised, developed, updated, revised, etc.); write it in plain language businesses typically write on an 8th grade level); ensure it is neat, uncluttered, and accurate; and consistent in your use of underlines, indentations, and capital Letters. It must be long enough to cover relevant information but brief enough so as not to bore a potential employer (two pages should be your maximum).

Have both your resume and cover letters typed on good quality white or off-white paper, and ensure there are no typographical errors. Choose the format that will work to your best advantage. Update your resume when necessary, but never update it with handwritten notes. Always give a potential employer a dean, unmarked original or a quality copy.

When writing your resume, remember you're selling yourself - make sure it projects a professional image!